Boards and Preparing the Board Application

Cathy Johnston

Personnel Management Specialist

catheryn.johnston@hoffman.army.mil

Important Resources

- **AMB Web Page**
  - **https://www.perscomonline.army.mil/opfam51/ambmain.htm**
- **ASC Web Page**
  - **http://asc.rdaisa.army.mil/**

Board - Boards - Boards and then More Boards

- ✔ **The AMB conducts the following boards for the ASC**
  - ➢ **Acquisition Command Board (formerly known as PM boards)**
  - **Competitive Development Group**
  - **Acquisition Education, Training & Experience**
  - **Acquisition Tuition Assistance Program**
  - **Other boards at the request of the Acquisition Support Center**

Application Process

- ✔ **Announcement of opportunity**
  - ➢ always on AMB web page
  - AMB Announcement is the only official announcement
  - always open at least 60 days
- ✔ **Acceptance of applications**
  - reviewed for content
    - Application must be complete at time of submission to PERSCOM
    - Incomplete packages are ineligible
  - forwarded to ACMs for review and board file preparation
    - ACMs *may* contact applicant to provide advice and assistance on some boards

Your Board Application

- ✔ **Closing Dates**
- ✔ **Application Package**
  - ➢ **ACRB**
  - **Resume**
  - **Performance Appraisals/Support Forms**
  - **Senior Rater Potential Evaluations**
  - **Including Other Information**

ACRB Current Position

For update instructions access the WEB at https://rda.rdaisa.army.mil/cappmis/acrb_ins/
SECTION I - CURRENT POSITION DATA
TITLE
CATEGORY
AAC CERT LEVEL REQ
COMMAND
PERSONNEL OFFICE
ACQ POSITION TYPE
APL NUMBER

- ✔ Data taken from DCPDS
- ✔ Data can't be changed by ACM
- ✔ Acquisition Position List (APL) number can override data

How Does It Relate?

For update instructions access the WEB at
https://rda.rdaisa.army.mil/cappmis/acrb_ins/

SECTION I - CURRENT POSITION DATA

TITLE

CATEGORY

AAC CERT LEVEL REQ

COMMAND

PERSONNEL OFFICE

ACQ POSITION TYPE

APL NUMBER

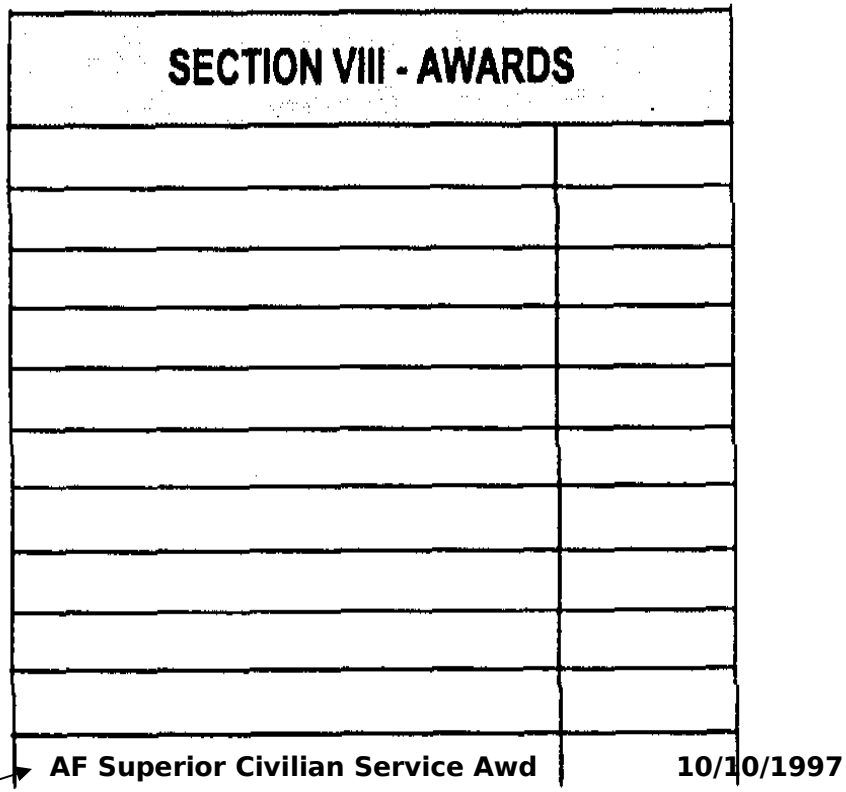
SECTION III – ACQ CORPS DATA		
SVC COMP D ACCESSION DATE	AAC MEMBER	AAC
CDG YEAR ACQ EXP	AAC CAREER FIELD	MONTHS OF
CAP STATUS	AAC CERT LEV REQ	AAC RESERVE
DATE ENTERED PRESENT POSITION		5-YR REVIEW DATE

SECTION IX - ASSIGNMENT HISTORY

FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
07/25/2002	0	USA HQ COMM ELCT COM	FT MONMOUTH, NJ	CECOM	LOG MGT SPEC	0346		L	N
06/21/2002	0	704 MI BDE FORSCOM	FT MCPHERSON, GA	INSCOM	TEST POSITION				N
06/21/2002	1	CONTRACT SUPPORT OFFICE	FT LOST VA	RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
02/01/2002	0	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
01/01/1999	36	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N

ACRB - Awards

- Lists authorized civilian awards, i.e. step increase, performance awards
- Limited number of military awards are available
- 11th line is fixed



How Does It Relate?

- ✔ **Your Awards can be expounded upon in your Resume**

SECTION VIII - AWARDS	
ON THE SPOT CASH AWD	08/09/2002

- ✔ **Resume Content…….**
- **On-the-Spot Awd for saving $3.5M on the Underwater Mess Kit Program**

ACRB - Certifications

- ✔ **Ensure ALL certifications you're eligible for are listed**
  - ➢ **Check your eligibility!**

SECTION X - CERTIFICATIONS/LICENSES		
Career Field	Career Level	Date Cert
Contracting	2	01/01/2002

How Does It Relate?

- ✔ **Training, Experience and Certification go hand-in- hand**

SECTION IX - ASSIGNMENT HISTORY

FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
07/25/2002	0	USA HQ COMM ELCT COM	FT MONMOUTH, NJ	CECOM	LOG MGT SPEC	0346		L	N
06/21/2002	0	704 MI BDE FORSCOM	FT MCPHERSON, GA	INSCOM	TEST POSITION				N
06/21/2002	1	CONTRACT SUPPORT OFFICE	FT LOST VA	RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
02/01/2002	0	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
01/01/1999	36	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N

SECTION VI - ACQ/LEADER TRAINING

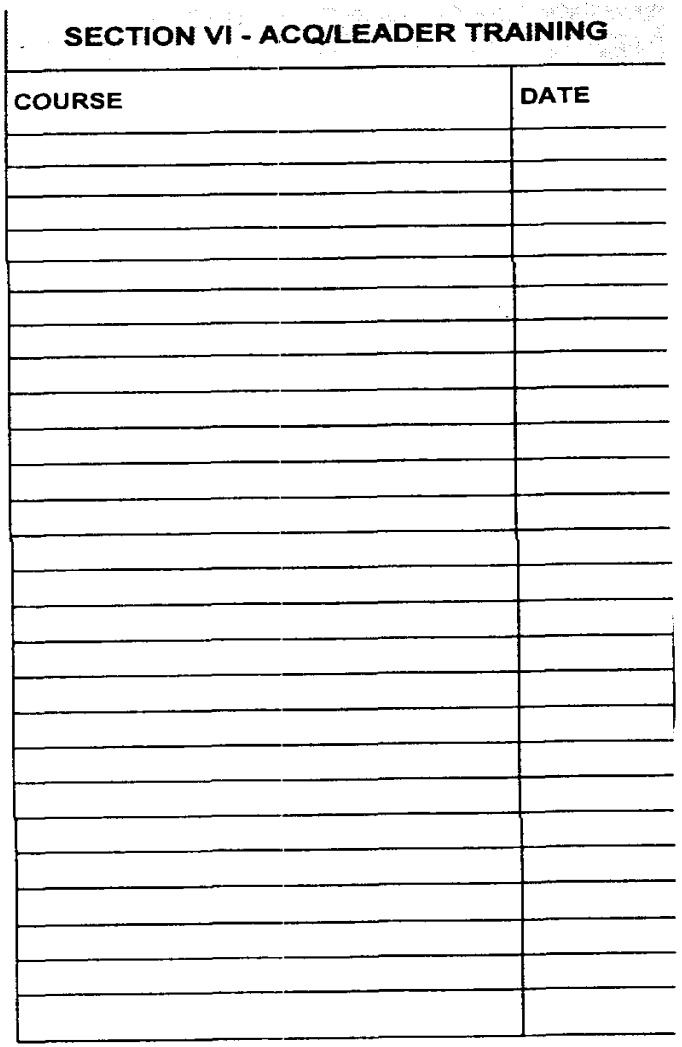
COURSE	DATE
CON 101-BASIC OF CONTR (LOWR	08/07/1992
CON 104-CONTRACT PRICING	02/01/1984

SECTION X - CERTIFICATIONS/LICENSES

Career Field	Career Level	Date Cert
Contracting	2	01/01/2002

ACRB- Acq/Leader Training

- ✔ **Include all DAU training**
  - ➢ **Resident & Non-resident**
- ✔ **Include Military leader training**
- ✔ **Include AMSC/ SBLM**
- ✔ **Do NOT include non-acquisition/non-leader training**



SECTION VI - ACQ/LEADER TRAINING

COURSE	DATE

ACRB - Education

SECTION VII - EDUCATION	
INSTITUTION DISCIPLINE	DEGREE YEAR
INSTITUTION DISCIPLINE	DEGREE YEAR
INSTITUTION DISCIPLINE	DEGREE YEAR
Highest Degree Associate Degree	Acq Corps Qual - Credit Hrs.

- ✔ **Ensure your highest education level is reflected**
- ✔ **Look for duplicates**
- ✔ **Board feedback indicates that "post-XXX" degree is not useful**
  - ➢ **Better to address work in progress in resume**

ACRB - Assignment History

- ✔ Check dates against Resume
- ✔ Only claim APCs when the position is TRULY acquisition
- ✔ Use meaningful Duty Titles

SECTION IX - ASSIGNMENT HISTORY									
FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
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Resume

- ✔ **Format based on feedback from board members and applicants**
- ✔ **Format**
  - ➢ **FOLLOW PRESCRIBED FORMAT EXACTLY – Failure to follow format will result in being ineligible**
  - **Each job description may only be 15 lines**
  - **No separate education or awards**
    - **Include in work description**
  - **Dates MUST match ACRB**

Resume (continued)

- ✔ **Emphasize what you did - - not what you were “responsible” for.**
  - ➢ **Leadership positions**
  - **Key duties related to people and materiel**
  - **If you were board selected for PM, say so**
  - **If you’re working on an advanced degree, say so**
  - **Don’t copy your job description**

Board Resume Pet Peeves

- **Incorrect Formatting – Cause for a rating of Ineligible**
  - **Ensure that you follow the prescribed format exactly. Board members have validated that this format works the best. Failure to follow instructions will mean you are declared ineligible for consideration. Don't add or delete required information.**

- **Spelling Errors, Typos and Poor Grammar**
  - **You want to use spell check, but that won't catch every mistake. "Manger" is a correctly spelled word, but it means something very different from "Manager." Be sure to pay close attention to those buzzwords related to your field.**

Resume Pet Peeves

✔ Too “I’m responsible for” - Oriented

- ➢ **If you're using your job description, you're missing the point of your resume. Board Members already know what the job is and what you’re responsible for; your resume should highlight your accomplishments in that position.**

✔ Inaccurate/ Dates

- **Board Members need to know when you worked where to get a better understanding of your working history. Missing and/or inaccurate dates could send up a red flag.**
- **Include specific ranges in months and years for every position. If you have gaps, explain them.**

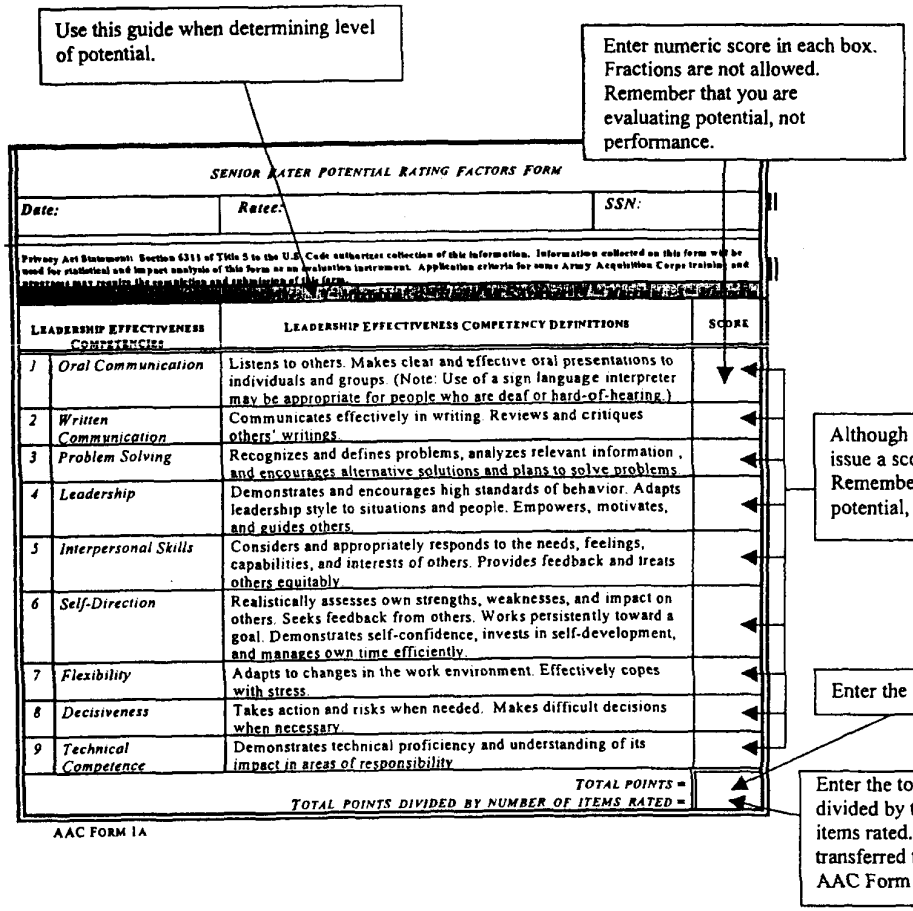
Evaluations

- ✔ **You have input to your evaluation - - make it meaningful**
- ✔ **Work with your supervisor/manager/senior rater to avoid “cookie-cutter” comments.**
  - ➢ **Comments that are the same year after year send negative messages to the board**
- ✔ **Ensure that you provide the “cleanest” copy in your application**
- ✔ **Explain dates that don’t run concurrently**

Evaluations (continued)

- ✔ Include OERs and evaluations from private industry if appropriate
- ✔ Make sure you provide the complete evaluation

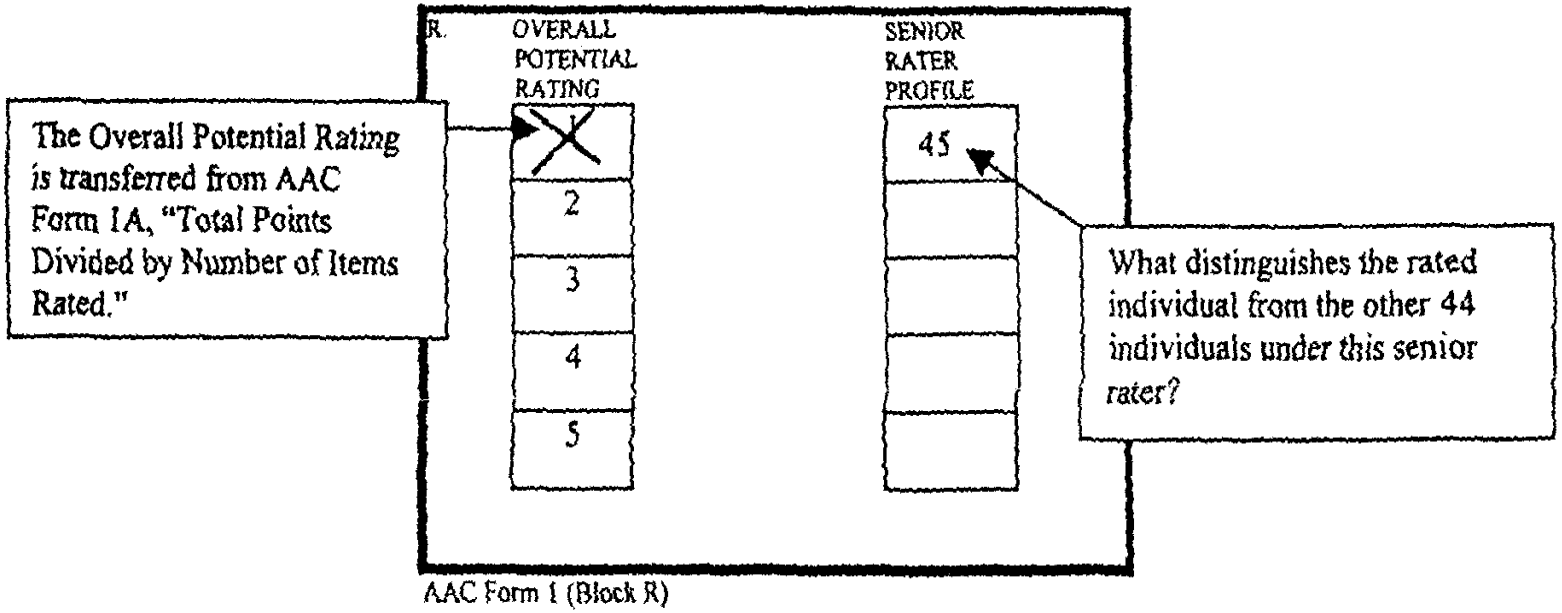
SRPE Pointers


Use this guide when determining level of potential.
Enter numeric score in each box. Fractions are not allowed. Remember that you are evaluating potential, not performance.
Although allowed, try not to issue a score of N/A. Remember, you are rating potential, not performance.
Enter the sum of all scores here.
Enter the total points divided by the number of items rated. This number is transferred to Block R of AAC Form 1.
SENIOR RATER POTENTIAL RATING FACTORS FORM
Date:
Ratee:
SSN:
LEADERSHIP EFFECTIVENESS COMPETENCIES
LEADERSHIP EFFECTIVENESS COMPETENCY DEFINITIONS
SCORE
1 Oral Communication
Listens to others. Makes clear and effective oral presentations to individuals and groups. (Note: Use of a sign language interpreter may be appropriate for people who are deaf or hard-of-hearing.)
2 Written Communication
Communicates effectively in writing. Reviews and critiques others' writings.
3 Problem Solving
Recognizes and defines problems, analyzes relevant information, and encourages alternative solutions and plans to solve problems.
4 Leadership
Demonstrates and encourages high standards of behavior. Adapts leadership style to situations and people. Empowers, motivates, and guides others.
5 Interpersonal Skills
Considers and appropriately responds to the needs, feelings, capabilities, and interests of others. Provides feedback and treats others equitably.
6 Self-Direction
Realistically assesses own strengths, weaknesses, and impact on others. Seeks feedback from others. Works persistently toward a goal. Demonstrates self-confidence, invests in self-development, and manages own time efficiently.
7 Flexibility
Adapts to changes in the work environment. Effectively copes with stress.
8 Decisiveness
Takes action and risks when needed. Makes difficult decisions when necessary.
9 Technical Competence
Demonstrates technical proficiency and understanding of its impact in areas of responsibility.
TOTAL POINTS =
TOTAL POINTS DIVIDED BY NUMBER OF ITEMS RATED =
AAC FORM 1A

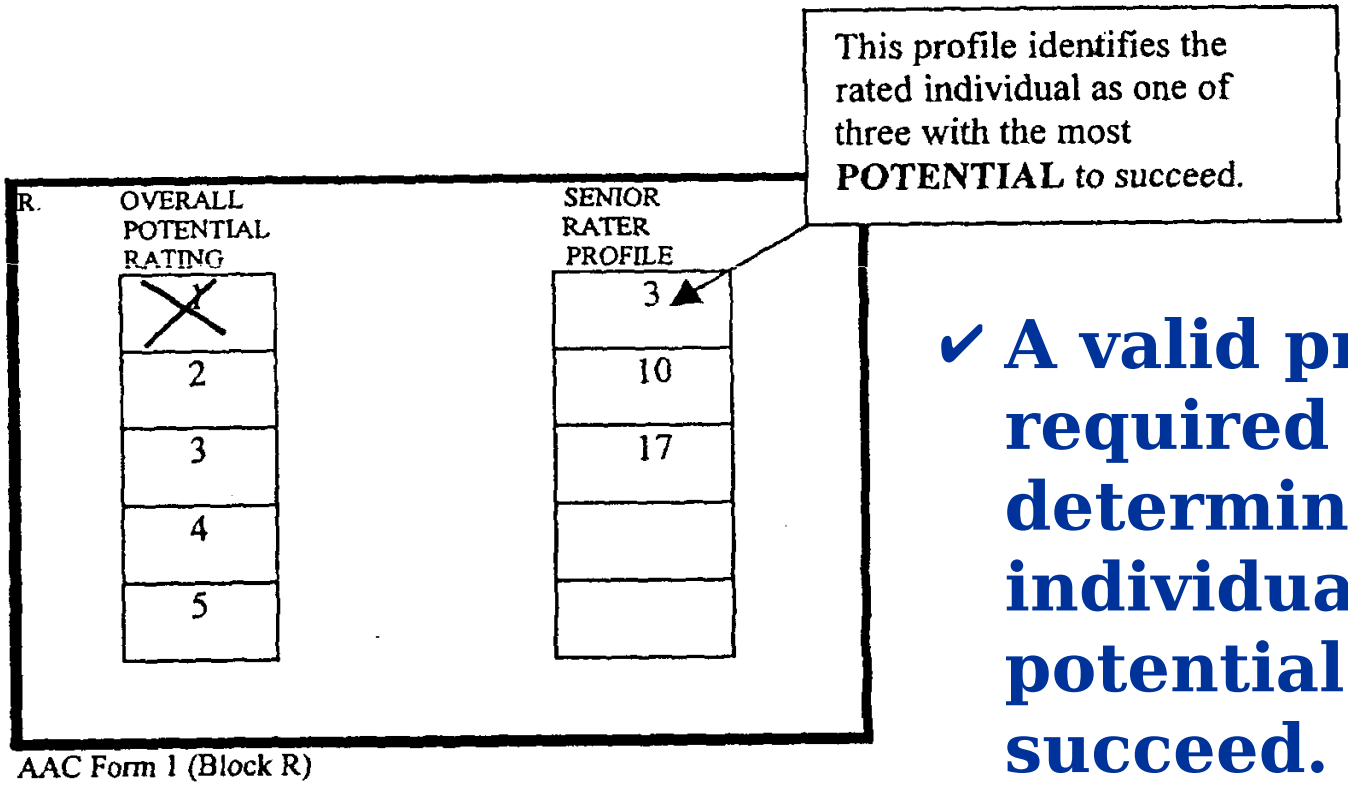
- ✔ **Instructions are available**
  - ➢ **Typed**
  - **ORIGINAL SIGNATURES!**
- ✔ **Rate Each element**
  - **Don't use "N/A**

SRPE Pointers (continued)

- **Identifies where among all employees the ratee fits**


R.
OVERALL POTENTIAL RATING
SENIOR RATER PROFILE
The Overall Potential Rating is transferred from AAC Form 1A, "Total Points Divided by Number of Items Rated."
2
3
4
5
45
What distinguishes the rated individual from the other 44 individuals under this senior rater?
AAC Form 1 (Block R)

SRPE Pointers (continued)



AAC Form 1 (Block R)

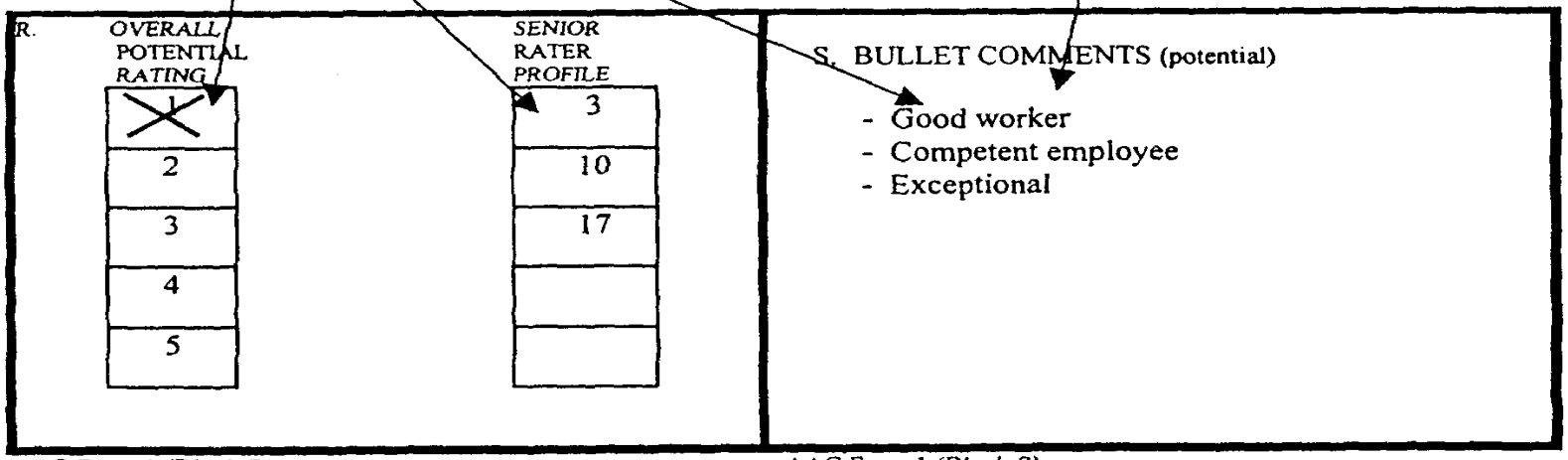
- ✔ **A valid profile is required to determine an individual's potential to succeed.**
- ✔ **Profile needs to be supported by comments**

SRPE Pointers (continued)

- ✔ **Unclear messages on potential force board members to interpret**

An overall rating of 1, with senior rater comments that do NOT support that overall rating, severely weakens the strength of the rating

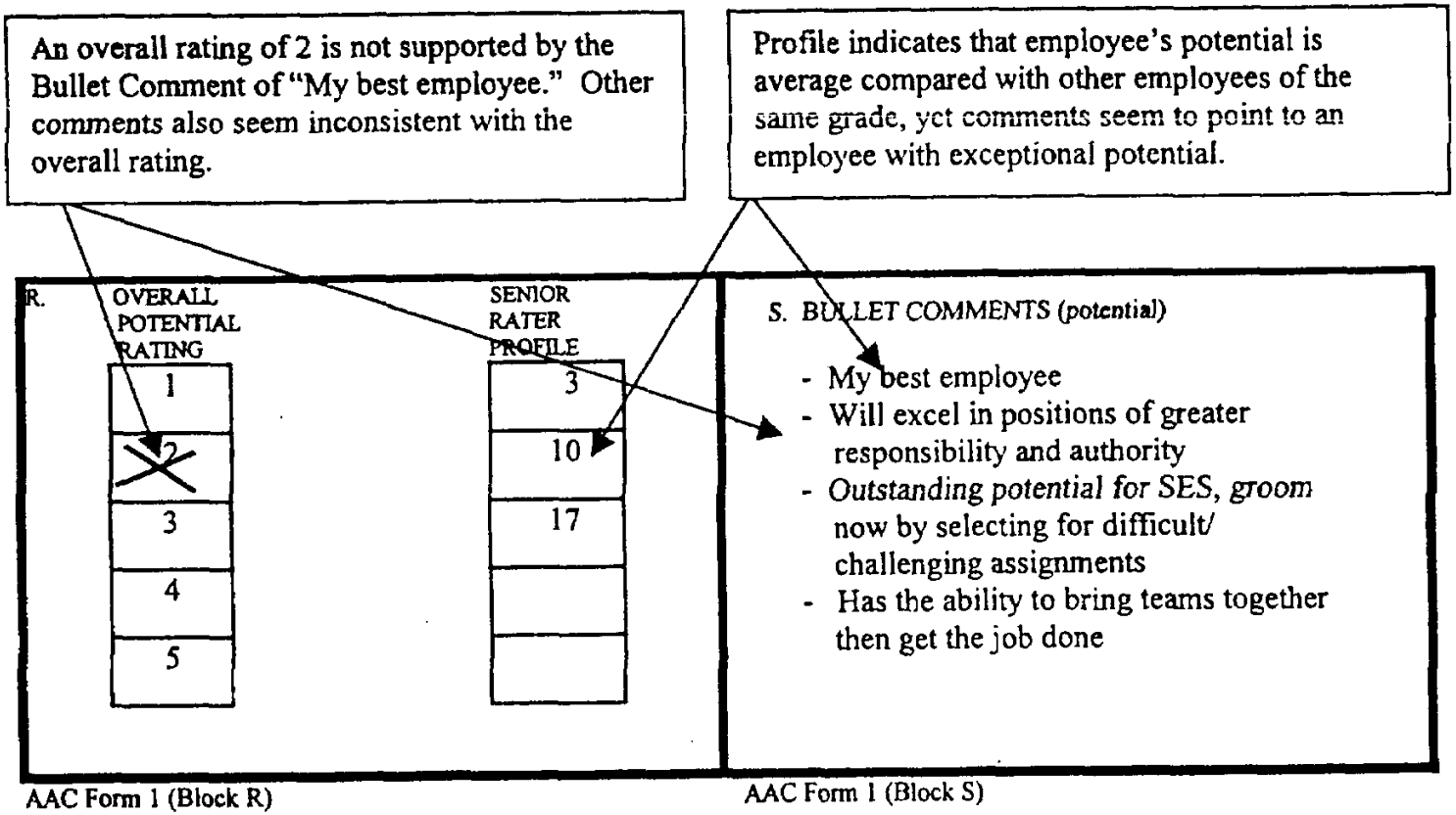
On the surface, these comments seem appropriate, however; they address the employee's performance and do not provide the board with a clear signal as to the employee's potential.



AAC Form 1 (Block R)

AAC Form 1 (Block S)

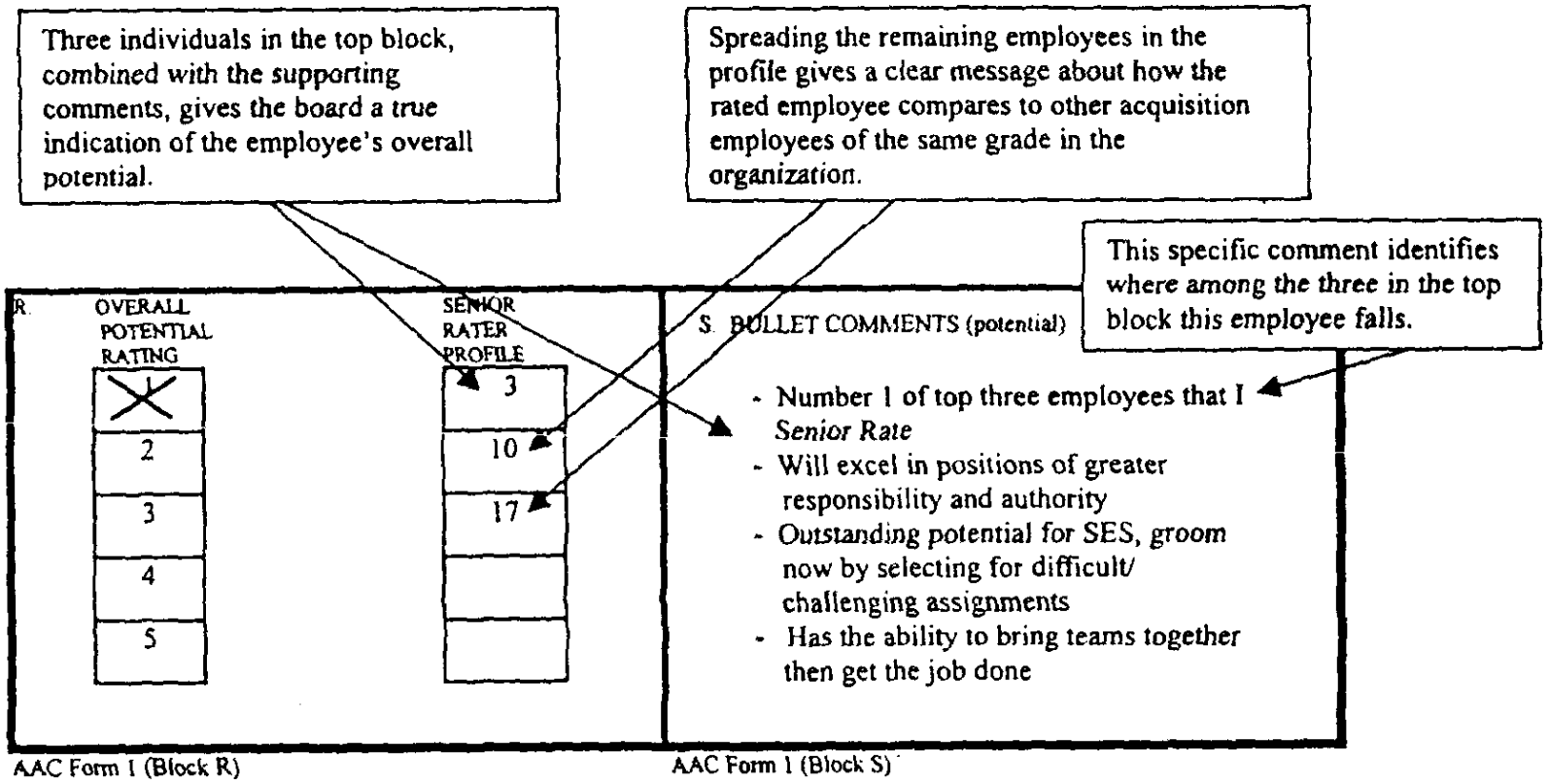
SRPE Pointers (continued)


An overall rating of 2 is not supported by the Bullet Comment of "My best employee." Other comments also seem inconsistent with the overall rating.
Profile indicates that employee's potential is average compared with other employees of the same grade, yet comments seem to point to an employee with exceptional potential.
R.
OVERALL POTENTIAL RATING
1
2
3
4
5
SENIOR RATER PROFILE
3
10
17
S. BULLET COMMENTS (potential)
- My best employee
- Will excel in positions of greater responsibility and authority
- Outstanding potential for SES, groom now by selecting for difficult/ challenging assignments
- Has the ability to bring teams together then get the job done
AAC Form 1 (Block R)
AAC Form 1 (Block S)

✔ **Ensure comments support rating**

SRPE Pointers (continued)

✔ Example of well written SRPE


Three individuals in the top block, combined with the supporting comments, gives the board a true indication of the employee's overall potential.
Spreading the remaining employees in the profile gives a clear message about how the rated employee compares to other acquisition employees of the same grade in the organization.
This specific comment identifies where among the three in the top block this employee falls.
R.
OVERALL POTENTIAL RATING
X
2
3
4
5
SENIOR RATER PROFILE
3
10
17
S. BULLET COMMENTS (potential)
- Number 1 of top three employees that I Senior Rate
- Will excel in positions of greater responsibility and authority
- Outstanding potential for SES, groom now by selecting for difficult/ challenging assignments
- Has the ability to bring teams together then get the job done
AAC Form 1 (Block R)
AAC Form 1 (Block S)

Regionalization Information

National Capital Area

- ☐ All National Capital Areas
- ☐ Washington, DC
- ☐ Aberdeen Proving Ground, MD
- ☐ Edgewood Proving Ground, MD
- ☐ Fort Detrick, MD
- ☐ Radford, VA
- ☐ Fort Belvoir, VA
- ☐ Fort Lee, VA
- ☐ Fort Monroe, VA
- ☐ Fort Eustis, VA
- ☐ Other MDW locations

Southern

- ☐ All Southern Region Areas
- ☐ Huntsville, AL
- ☐ Orlando, FL

Northeast

- ☐ All Northeast Region Areas
- ☐ Fort Monmouth, NJ
- ☐ Picatinny Arsenal, NJ
- ☐ Natick, MA

Central

- ☐ All Central Region Areas
- ☐ Warren, MI
- ☐ Rock Island, IL

☐ I have no regional preferences.

- ✔ **Program still in test phase**
- ✔ **Select either an entire region or specific locations within a region**
- ✔ **Considered during slating**
- ✔ **Goes hand-in-hand w/job preferences**

Your Board File –What the Board Sees

- ✔ **ACRB**
  - ➢ **Updated**
- ✔ **Appraisals**
  - **Include support(ing) forms**
    - **Check for Completeness**
    - **Signatures**
    - **Overall Rating**
    - **Senior Rater comments**
  - **Length**
- ✔ **Senior Rater Potential Evaluation**
  - **Required for GS13 & above**
  - ***Recommended*** **for others**

Board Process

✔ Members

- recommended by ACMs/Assignment Officers
- from diverse backgrounds
- from many locations/ organizations
- civilian and military

✔ Briefings

- informational
- file content

✔ Voting

- confidential
- based on word-picture

✔ After Board

- report to convening authority
- list approval/release

Upcoming Opportunities!

- **PM Boards**
  - **Announcement – Available o/a 15 August 2003**
- **AET&E**
  - **Announcement – Early Fall**
- **ATAP**
  - **Announcement – Early Fall**

General Board Tips

- ✔ **Always submit your application in sufficient time to be at PERSCOM by the closing date**
  - ➢ **Double check for completeness to include all required signatures**
- ✔ **Application packages for other boards are basically the same as for PM**
- ✔ **Specific requirements are always outlined in the announcement**
- ✔ **Work with your ACM prior to submission of your application to ensure your application is complete**
- ✔ **Don’t add additional papers to the application**

Questions

Q & A

- **Do you think military board members understand the civilian appraisal systems enough to adequately assess civilian applicants?**
  - **Board members are briefed on evaluation systems**
  - **Board members are selected from the senior military/civilian population**
- **The SRPE has a location for applicant comments. Is it wise to put comments in this block?**
  - **No-Unless there's something SIGNIFICANT not covered elsewhere**
  - **Sometimes a detractor**

Q & A (continued)

- **What are some qualifying factors you seen on applications that set selectees apart?**
  - **Evidence of initiative in education & training**
  - **Multiple types of job experiences in difficult jobs**
  - **Multiple certifications**
  - **Well written evaluations**
  - **Well written SRPE**
    - **Multiple SRPE in package**
  - **Descriptive Resume**

- **Does Regionalization hurt civilians?**
  - **Perpetuates “stove-pipe” career**
  - **Not presented to boards for consideration**
  - **Encourages more civilians to apply**

Q & A (continued)

- **How are civilians doing when competing for traditionally military PM slots?**
  - **Selection numbers are increasing**
  - **Multiple civilian PMs have been slated from alternate lists**
  - **Applicant's may be HIGHLY qualified for promotion in current series, but not necessarily for PM position(s)**
    - **Specific requirements to serve as PM**
  - **Civilian culture needs to change to grow leaders**

- **Are there disconnects between the board packages?**
  - **Military and Civilian board files are essentially the same**
    - **ACRB/ORB**
    - **Evaluations**
      - **Mil include Senior Rater potential**
      - **Civ have SRPE**
    - **Military - Picture**
      - **Civilians cannot be considered on non-merit factors**
    - **Civilian - Resume**

Q & A (continued)

- ✔ **CDG program has been changed to require PM application. Why?**
  - **Original concept/focus**
  - **Opportunity to provide meaningful experience to grow PM**
- ✔ **Is there one single thing I can do to improve my chances of being selected for a PM/CDG position?**
  - **Yes - take responsibility for your career early and manage your assignments/training and education**

Q & A (continued)

- ✔ **Just how important is having a Master's Degree?**
  - **Boards typically look at a Master's Degree as evidence of personal initiative**
    - **Most officers have a Master's Degree**
  - **CDG and other boards may take it into consideration**
  - **Plenty of opportunity to obtain a degree via ATAP/AET&E**

- ✔ **Can board members equally compare PM candidates with the data on an ORB and ACRB?**
  - **Yes. The ORB was used as the model for the ACRB**
  - **Some info on the ACRB is NOT available on the ORB**
    - **Certifications**
  - **The ORB/ACRB are not the big problem for civilians, the Evaluations/SRPE are.**

Q & A (continued)

- **As a civilian would a picture of myself help or hurt my chances for selection as a PM?**
  - **Selection of civilians for ANY position by non-merit factors is specifically forbidden**

- **Is prior military experience important to being selected as a PM?**
  - **Military model emphasizes the need for varied training/ education and experience**
  - **Civilians who follow this model are (generally) successful**
  - **Don't wait till the last second to control your career**
    - **Attend leadership courses**
    - **Investigate unique courses for civilians**
      - **CGSC**
      - **War College**